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**NATIONAL FOREIGN INTELLIGENCE BOARD**

WASHINGTON, D.C. 20505

IC 82-3405  
21 April 1982

MEMORANDUM FOR: James N. Glerum  
Director of Personnel

FROM: Walter Elder  
Executive Secretary

SUBJECT: DCI Directive on Intelligence Community  
Awards: Attachment

1. The attached draft is forwarded following consultation with the distinguished [redacted]

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2. Please note that the DCI directive and the attachment, although physically separated somewhat, are to be read together. The attachment is an amplification of the directive and does not need to duplicate it.

[redacted]  
Walter Elder

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Attachment:  
As Stated

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**SUBJECT: DCI Directive on Intelligence Community Awards:  
Attachment**

**Distribution:**

- 1 - Director of Personnel
- 1 - ES/NFIB
- 1 - NFIB Chrono
- 1 - Secretariat Staff Registry

ES/NFIB/Welder:  (20 Apr 82)

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### DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE: ATTACHMENT

#### Intelligence Community Awards

(Effective Date)

The following procedures, criteria for evaluating recommendations for awards, and other supporting guidelines are hereby established to carry out the provisions of the DCI directive on Intelligence Community awards.

#### 1. Procedures

a. Recommendations for Intelligence Community awards may be initiated at any level in any component of the Intelligence Community.

b. Recommendations will be submitted in ten copies on the form, Recommendation for Intelligence Community Award (copy attached) by the appropriate Intelligence Community principal to the Chairman, Intelligence Community Awards Review Panel (ICARP). These forms may be obtained from any member of ICARP, the Protocol Branch, CIA, or may be reproduced from the attachment. The form will be accompanied by a narrative description of the performance of the service warranting the nomination, an unclassified citation, and a biographic profile of the nominee.

c. The Chairman, ICARP, will call meetings of the Panel, as required, to consider award recommendations. The Panel will forward its decisions to the Executive Secretary, NFIB/NFIC, who will forward the nominations to NFIB or NFIC principals, as appropriate, for recommendation to the Director of Central Intelligence (DCI). Award nominations are handled as EYES ONLY for Intelligence Community principals.

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**SECRET**

d. The Chairman, ICARP, will notify the appropriate Intelligence Community principal in writing of the DCI's decision.

e. Presentations of Intelligence Community awards will be made by the Director of Central Intelligence, the Deputy Director of Central Intelligence, or, if circumstances prevent presentation by either of these officials, by the head of the Intelligence Community component to which the person receiving the award is assigned.

f. ICARP reviews all nominations for awards and may concur or recommend an award at a higher or lower level.

g. NFIB or NFIC principals review ICARP's recommendations, and may concur or recommend an award at a higher or lower level.

h. In unusual circumstances, the DCI may approve an award without referral to any review process.

## 2. Criteria for Evaluating Award Recommendations

In addition to the standards established in the description of Intelligence Community awards, the following criteria will be used by the ICARP to review recommendations for awards and by Intelligence Community principals in their recommendations to the DCI:

a. Intelligence Community awards are intended to bestow specific recognition of services of particular benefit to the United States in the execution of an Intelligence Community mission and do not replace any awards for which provision is made in Executive Orders, departmental, or agency regulations.

b. Normally, the exceptional duty performance which results in a nomination for an Intelligence Community award will not be the basis for an award by an individual component to which the person is assigned, but dual recognition is not totally precluded.

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c. With respect to the National Intelligence Distinguished Service Medal (NIDSM), performances within or on behalf of an individual component will be more appropriately recognized by a component award; although there may be instances where the accomplishments contribute to the effective functioning of the Intelligence Community as a whole.

d. The stipulation, "duty of great responsibility,," for the NIDSM will normally limit this award to very senior persons.

e. The NIDSM is intended to recognize sustained superior service of achievements rather than one-time contributions.

f. With respect to the National Intelligence Medal of Achievement (NIMOA), this award recognizes achievements on behalf of the Intelligence Community which do not warrant the NIDSM. Involvement in the senior levels of the Intelligence Community is normally a prerequisite, but there may be exceptions.

g. With respect to the National Intelligence Certificate of Distinction (NICOD), this award recognizes achievements on behalf of the Intelligence Community which do not warrant the NIDSM or the NIMOA. The certificate may be awarded for sustained performance or a single act of special merit regardless of the rank or grade of the nominee.

h. With respect to the National Intelligence Meritorious Unit Citation (NIMUC), this award recognizes achievements by a unit whose collective performance deserves special recognition. Normally, individual awards to members of the unit will not be warranted, but such recognition of individual performance is not totally precluded.

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3. Other Guidelines

a. Provisions for authority to wear decorations by military personnel and entry of an Intelligence Community award into official records will be determined by the individual Military Departments.

b. An Intelligence Community award is based on achievement, not on length of service or assignment to any particular component.

c. If a nomination is made by a component other than the nominee's parent organization, the nominating component will seek the concurrence of the parent organization.

d. Nominations for Intelligence Community awards will not be considered if the parent organization has not acted favorably on a recommendation for the same performance.

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